

**EMPLOYEE RELATIONS DEPARTMENT
PERSONNEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FLORIDA 33130**



Delivering Excellence Every Day

CAREER EMPLOYMENT OPPORTUNITY BULLETIN

IMPORTANT APPLICANT INFORMATION

POSITIONS REQUIRING APPLICANTS TO APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Employment applications for Miami-Dade County employees are accepted Monday through Friday at the above address. **Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date.** Employment applications from applicants not currently employed by Miami-Dade County are accepted Tuesday through Friday at the above address. [Please do not submit resumes for these positions.](#)

POSITIONS REQUIRING A COMMERCIAL DRIVER LICENSE

As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. The signing of the release form authorizes previous employers to provide to Miami-Dade County information regarding positive controlled substance test results, alcohol test results of 0.04 or greater, and/or refusals to be tested for alcohol/controlled substances. Additionally, if one of the above occurred in prior employment, proof of negative retest, documented evaluations by a substance abuse professional, and proof of rehabilitation will be required. This information is limited to two years preceding the date of inquiry.

QUALIFIED APPLICANTS WITH DISABILITIES

Individuals with disabilities, who are seeking reasonable accommodation with County employment applications, examinations, or interviews, including sign language translation, may call the Office of Reasonable Accommodation at (305) 375-5876 for assistance. Text telephone (TTY) users should call (305) 375-5645 or use the Florida Relay Center at 711.

FEDERAL SELECTIVE SERVICE SYSTEM

In accordance with Section 2-11.29 of the Miami-Dade County Code, all males from the ages of 18 through 25 are required to register with the Federal Selective Service System under the Military Service Act, 50 U.S.C. App. 453. Applicants must provide proof of registration within ninety (90) days of appointment. Registration with the Federal Selective Service System is a condition of continued employment.

VISIT THE EMPLOYEE RELATIONS DEPARTMENT'S WEBSITE

Please visit the Employee Relations Department's website (www.miamidade.gov/emprel/) to view information regarding County job opportunities, employee benefits, training, payroll, compensation (job descriptions and pay plans), disability, and retirement. Visitors to our site are encouraged to take advantage of our services, which are provided to serve you in a manner consistent with our philosophy to deliver the highest quality of services to which our citizens and employees are entitled. Hiring decisions are contingent upon a background investigation and physical examination, including alcohol/drug screening.

CALL OUR JOBS INFORMATION HOTLINE AT (305) 375-JOBS

Opportunity is Ringing for Job Seekers: Call the Job Hotline Number at (305) 375-JOBS (5627) and hear detailed information on all Miami-Dade County job postings, hear the last three jobs for which you applied, and if you have a resume on file, you can even apply for resume positions, or obtain detailed information by visiting our website at www.miamidade.gov/jobs, Team Metro Offices, Libraries or the Center for Employment Application.

RESIDENCY REQUIREMENT

In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, applicants must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. The Building Department is authorized to hire plans processors and building inspectors in all trades who reside in Broward County. Sworn classifications in the Corrections and Rehabilitation Department, Miami-Dade Fire Rescue Department, Miami-Dade Police Department, and Miami-Dade Aviation Department personnel who work at the Dade-Collier Training and Transition Airport (TNT) are not required to establish and maintain residency in Miami-Dade County.

VETERANS' PREFERENCE

Preference will be given to veterans and spouses of veterans when applicable. [At the time of application](#), those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability [at the time of application](#). All veterans are required to complete a Veteran's Preference Claim Form at the time of application.

Revised: August 30, 2005

Visit our job announcements on the web site (www.miamidade.gov/jobs)

REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR QUALIFIED PERSONS WITH DISABILITIES FOR THE EMPLOYMENT APPLICATION, EXAMINATION, OR INTERVIEW PROCESS TO INCLUDE SIGN LANGUAGE TRANSLATION ASSISTANCE BY CALLING (305) 375-JOBS.

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND OPPORTUNITY IN EMPLOYMENT AND SERVICES
FOR MINORITIES / FEMALES / APPLICANTS WITH DISABILITIES

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INSTRUCTIONS TO APPLY FOR POSITIONS

Applicants applying for positions indicated as **MUST APPLY IN PERSON**, **MUST SUBMIT RESUME**, **MUST TAKE EXAMINATION**, and/or **MUST TELEPHONE** must follow the required procedures listed below.

MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Applicants must **complete an employment application**, **apply in person** and **present all required documents** such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution as indicated for each position.

Typing skills test and keystroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date. Unless otherwise indicated, applicants must apply in person at the **Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130** by the closing date. Applicants should indicate all computer skills and education on the employment application. *Please do not submit resumes for these positions.*

For positions with the **Park and Recreation Department**, **interviews** are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a **Park and Recreation Department** list for future vacancies. *Please do not submit resumes for these positions.*

MUST SUBMIT RESUME

Unless otherwise indicated, applicants may **submit one (1) copy of their resume indicating social security number for each position indicating requisition number and title of position** to the **Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130** by the closing date or refer to our web page (www.miamidade.gov/jobs) regarding electronic resume submittal instructions **or call our JOBS hotline at (305) 375-JOBS (5627).** **Applicants may utilize our Resume Drop Box at the Center for Employment Application to submit resume.** *Applicants should indicate all computer skills and education on the resume.* Applicants must submit required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process.

MUST TAKE EXAMINATION

Applicants must **apply in person** to complete an employment application and **present all required documents** such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. *Please do not submit resumes for these positions.*

MUST TELEPHONE

Applicants must **contact the person** indicated by the closing date. Interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a list for future vacancies. *Please do not submit resumes for these positions.*

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RESUME APPLICATION INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

Please submit one (1) copy of your resume for each position for which you are applying.

Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of your resume.

HERE IS HOW IT WORKS:

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

THE FOLLOWING INFORMATION WILL ASSIST YOU IN PREPARING A "SCANNABLE" RESUME:

- Submit your resume – Suggested maximum length: 4 pages
- Submit single-sided originals on clean, white paper
 - Use size 10 or 12 basic type
 - Use standard fonts and crisp, dark type
- Include your name, address, telephone number(s), and social security number at the top of the first page and your name only on any subsequent pages
- Use a chronological format, listing most recent experience first
- Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- Use concrete words rather than vague, lengthy descriptions
- Ensure your resume is detailed enough to provide information about your training, education and experience

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RESUME SUBMITTAL INFORMATION

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

The following are the new required procedures for submitting resumes to Miami-Dade County:

- Be sure your resume is received by the closing date of the position. Resumes received after the closing date will not be considered.
- Submit documentation of eligibility for veteran's preference when applicable.
- Required documentation such as degrees, official transcripts, licenses, certifications, test results, and/or permits from an accredited or certified institution must be submitted during the interview selection process unless otherwise specified in the job announcement. Applicants will no longer be required to submit this documentation with the resume submittal.

The following are recommendations, which will ensure efficient processing of your resume in our new, computerized recruitment system:

DO . . .

- Submit an original resume with crisp, dark type.
- Use black ink on white 8 ½" X 11" paper printed on one side only.
- Provide a comprehensive detailing of your experience, education, knowledge, abilities, and/or skills on your resume. Preferably, resume will not exceed four pages.

DON'T . . .

- Make your resume two columns or look like a newspaper or newsletter.
- Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
- Use italics, bullets, underlines, shadows, or reverse types.
- Use vertical/horizontal lines, graphics, or boxes.

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ELECTRONIC RESUME SUBMITTAL INSTRUCTIONS

*(FOR **MUST SUBMIT RESUME POSITIONS ONLY**)*

- Resume must be sent as an attachment to the e-mail and conform to our E-mail Submittal Instructions.
- Resume must be in a Microsoft Word or Text format.
- Resume(s) not received in a Microsoft Word or Text format cannot be opened and therefore will not be considered.
- Subject line should indicate your Name, Social Security Number, Position Title and Requisition Number. If you are applying for multiple positions, please indicate all Position Titles and Requisition Numbers for which you are applying in the Subject Line.
- Resume must be sent to resumes@miamidade.gov.
- Resume must be received by the closing date. Resume(s) received after the closing date will not be considered.

Effective Date: July 17, 2000

Revised Date: September 15, 2005

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